UNITED
NATIONS

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Secretariat

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1 August 1995

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: INTRODUCTION OF STAGGERED WORKING HOURS AT HEADQUARTERS*

1. The purpose of the present administrative instruction is to introduce staggered working hours for United Nations staff employed at Headquarters, as of 1 August 1995, on a trial basis. The scheme is designed to allow working hours to be adjusted to both the individual needs of staff members and the requirements of the service, without interfering with the efficiency of the Organization.

2. The normal working week in New York shall remain five days of eight and one-half hours (eight hours when the General Assembly is not in session), with a break of one hour for lunch. Except for staff on authorized absences or sick leave, all staff must be present during a "core period" from 10 a.m. to 4 p.m., the lunch hour beginning not earlier than 11.30 a.m. and ending not later than 3 p.m. The remaining two and one-half hours of work (two hours when the General Assembly is not in session) may be scheduled at any time before, after, or partly before and partly after, the core period.

3. Staff members shall advise their supervisors of their personal preferences with respect to the scheduling of non-core hours. Supervisors, after taking into consideration the needs of the service and the requests received from other staff members, shall decide whether and to what extent the personal preferences of each staff member can be accommodated. Normally, and in order to allow for proper work planning and monitoring of the system, individual schedules will be for a minimum period of one month, to be set in advance. Supervisors are requested to be as responsive as possible to the needs of the staff under their supervision.

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* Personnel Manual index No. 1231.

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4. Each supervisor, in consultation with the Executive Office, shall establish a monitoring mechanism to ensure that individual work schedules are respected. Staff members have the duty to observe their individual work schedules and to record their times of arrival and departure in accordance with the established monitoring mechanism.

5. All aspects of the new system will be reviewed and assessed after being in operation for one year. Depending on the results of the assessment, the system of staggered hours may be maintained and used as a first step towards the introduction of a broader concept of flexible time.